

~ SEPTEMBER 7, 2020 ~



NEZ PERCE TRIBE

JOB OPENINGS

NOTICE

To help lessen the spread of the coronavirus, the Human Resource Department is staffed at less than full capacity. We strongly encourage clients and/or community members to contact us by phone or email. This decision has been made to follow social distancing recommendations. We ask that in-person visits only take place to deal with essential business needs until the emergency declaration is lifted, as our main door will generally be locked. Please bear with us during this difficult time, and plan ahead as much as possible as certain processing times may be delayed.

To Applicants: To prevent the progression and spread of the novel coronavirus, the Human Resource Department encourages potential candidates to submit applications electronically to teamhr@nezperce.org. We also have a drop box available which is located on our office door.


Staff should be contacted by phone or email until further notice at (208) 843-7332 or teamhr@nezperce.org. Thank you for your understanding.

ACTIVE JOB SEEKERS LIST

In addition to our internal and external job opportunities, there are occasional temporary appointments. If you are interested in joining our active job seekers, please submit a completed Nez Perce Tribe application with a current driver's license record (DLR). Active job seekers will be screened accordingly and referred to temporary appointments based on education, qualifications and experience. Tribal/Indian preference applies. Certain positions may require a valid driver's license with ability to be insurable under the Tribe's policy.

Open only to qualified IN HOUSE applicants:

In compliance with the Human Resource Manual 2.2.4: All vacancies will be advertised "IN HOUSE" for all employees and Tribal members for a minimum of two weeks. Should a qualified RIF'ED employee apply, they will be given preference per the Nez Perce Tribe HRM 4.10.




The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: **COOK HR-18-112 (KAMIAH)** full-time. To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Must have or obtain Food Handler Permit within ninety (90) days of hire. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires three (3) months food preparation experience for large groups of people. **Open until filled.** (Grade 5)

Re-Advertise: The Nez Perce Tribe Senior Citizen Program is recruiting for: **BUS/VAN DRIVER HR-18-104 (KAMIAH)** part-time (29 hours or less per week). To transport senior citizens to and from activities, to and from grocery store, to post-office and appointments. Responsible for the delivery of meals on a daily basis. Works according to Vehicle Use and Maintenance Manual and other policies that apply. Position is under the supervision of the Senior Citizen Coordinator. Requires High School Diploma/GED, or specialized vocational training. Requires six (6) months bus/van operation. Must successfully pass an extensive background check upon hire. Requires a valid driver's license with the ability to be insured under the Tribes policy. Requires a Commercial Driver's License within six (6) months of employment. Class description available at the NPT Human Resources Department. Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 7)

The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: **ONE (1) BUS OPERATOR HR-18-119 (KAMIAH)** on-call. To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver's License (Class C CDL) to include passenger endorsement. No Driving While intoxicated (DWI) conviction within the last thirty-six (36) consecutive months; not more than one (1) DWI on entire driving record; and not more than three (3) moving violation convictions with the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam performed by a qualified DOT physician listed on the Federal Motor Carrier Safety Administration physicians list, which includes a drug screen in order to operate Appaloosa Express vehicles. Class description available at the NPT Human Resources Department. Must have five (5) years' experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one (1) year in a customer service environment is preferred. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 12)

The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: **TWO (2) BUS OPERATOR(S) HR-18-120 (LAPWAI)** on-call. To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver's License (Class C CDL) to include passenger endorsement. No Driving While intoxicated (DWI) conviction within the last thirty-six (36) consecutive months; not more than one (1) DWI on entire driving record; and not more than three (3) moving violation convictions with the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam performed by a qualified DOT physician listed on the Federal Motor Carrier Safety Administration physicians list, which includes a drug screen in order to operate Appaloosa Express vehicles. Class description available at the NPT Human Resources Department. Must have five (5) years' experience in the operation of a motor vehicle.




One (1) year experience operating a commercial motor vehicle and one (1) year in a customer service environment is preferred. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 12)

The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (ENTRY LEVEL) HR-18-187** full-time regular. To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within a thirty (30) mile radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a high school diploma/GED, and college level education preferred. Requires proof of U.S. citizenship. Entry level officer must be at least twenty one (21) years of age. The selected candidate must successfully complete an honesty interview and polygraph, physical test, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Must not have a dishonorable, bad conduct or discharge other than honorable from the military service. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. NPT Police Department application forms are available at the NPT Human Resources Department. Class description available at the NPT Human Resources Department. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 15)

The Nez Perce Tribe Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK HR-19-189 (LAPWAI)** full-time regular. To ensure quality service and planning of meals which meet the children's needs in a Head Start, Early Head Start, and CCDF setting and complies with tribal, federal, state, and local regulations. Requires a High School Diploma/GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Incumbent shall obtain Food Handler's card within ninety (90) days of hire. Requires a background check, physical exam, and TB test prior to appointment. Must obtain CPR and First Aid Certification within ninety (90) days from date of employment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 5)


Re-Advertise: The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (LATERAL) HR-19-185** full-time. To direct staff and protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city state, and federal laws, ordinances, codes and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develop work methods and sequences under general supervision.



Prefer to be willing to reside within the boundaries of the Nez Perce Reservation or resides within a thirty (30) mile radius of assigned workplace and responds from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Require a High School Diploma/GED or equivalent and formal training, special courses, or self-education equivalent to satisfactory completion of one (1) year of college education or specialized advanced training in Law Enforcement or a closely related field. Requires proof of U.S. citizenship. Lateral entry officer must be at least twenty one (21) years of age. Requires basic police officer training course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officers Standards and Training (POST) Academy from any state. Selected candidate must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Requires at least two (2) years of continuous law enforcement service as an active member of a Federal, State, Tribal, County, Municipal, or local police law enforcement agency or department. Class description available at the NPT Human Resources Department. NPT Police Department application forms are available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) from the state(s) where you have been licensed to drive within the last three years. **Open until filled.** (Grade 16)

Revised (7/29/20): The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III HR-20-101** full-time regular. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership experience preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 10)

Revised (7/29/20): The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III HR-20-102** This position will be four (4) ten, (10) hour days; Friday, Saturday, Sunday and Monday, and work holidays. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED.




Background check is required within the first three (3) months of employment. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership experience preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 10)

The Nez Perce Tribe Department of Law & Justice is recruiting for: **ASSOCIATE JUDGE HR-20-104** part-time. To preside over civil, criminal, and juvenile matters heard in the Nez Perce Tribal Court, to assist the Tribal Court Chief Judge in scheduling hearings and other court matters, and to preside over specialty court matters (for example, Healing to Wellness Court) as needed and assigned. Responsible for legal decision-making, application of relevant law to facts to reach conclusions, for training, planning, fiscal management, policy, and reporting. Works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meeting. Supervised by the Chief Judge. Requires State Bar membership in good standing. Requires a Law (Juris Doctor) degree. Requires at two (2) years' litigation experience, with litigation experience in a tribal court preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 27)

Extended: The Nez Perce Tribe Department of Administration is recruiting for: **SECURITY GUARD HR-20-110** temporary full-time. To protect and secure the assets of the Nez Perce Tribe. Responsible for area patrols, written reports, and customer/staff safety. Works according to set procedures under direct supervision. Requires a High School Diploma/GED and formal training, special courses, or self-education equivalent to satisfactory completion of one (1) year of college education or specialized advanced training in security procedures and protocols, or a closely related field. Requires over six (6) months experience. Must possess CPR/First Aid Certificates. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 8)


The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) HR-20-123 (LAPWAI)** full-time position August through May (nine (9) months), thirty two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times.



Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **Open until filled.** (Grade 6)

The Nez Perce Tribe Police Department is recruiting for: **K9 POLICE OFFICER (LATERAL) HR-20-125** full-time regular. To direct staff and protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develop work methods and sequences under general supervision. Prefer to be willing to reside within the boundaries of the Nez Perce Reservation or reside within a thirty (30) mile radius of assigned workplace and responds from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires Associate's degree or equivalent formal training, special courses, or self-education equivalent to satisfactory completion of two (2) years of college education (48 credits) or specialized advanced training in Law Enforcement or a closely related field. Requires proof of U.S. citizenship. Lateral entry officer must be twenty one (21) years of age. Requires basic police officer training course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officers Standards and Training (POST) Academy from any state. Selected candidate must successfully pass the Nez Perce Tribe Police Department Physical Assessment Course. Outside candidates must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. Requires successful completion of K9 Narcotic Scent and Human Scent Tracking Detection Training and successfully obtaining the Idaho State Controlled Substance and Human Tracking Certification as a requirement of continued employment. The successful candidate must sign the Nez Perce Tribal Police Department Training Reimbursement Agreement which requires the selected candidate to retain his/her employment with the Nez Perce Tribe Police Department for a period of five (5) years. Requires at two (2) years of continuous law enforcement service as an active member of a Federal, State, Tribal, County, Municipal, or local police law enforcement agency or department. NPT Police Department application forms are available at the NPT Human Resources Department. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)

The Nez Perce Tribe Police Department is recruiting for: **DETECTIVE I HR-20-126** full-time regular. Requires current certification in law enforcement officer training. Responds to serious violent crimes. Expertly interprets and enforces tribal, federal and state laws and regulations specifically related to complex criminal investigations. Responsible for initiating and completing investigations of violent crimes against persons; property crimes resulting in substantial loss and/or damage; conducts search and seizure; covert surveillance activities; implementation of raid and arrest briefings; participates in the investigation of clandestine drug laboratories; investigates complex narcotic conspiracy cases, undercover investigations and complex financial investigations; represents the Nez Perce Tribal Police Dept. while working cooperatively with a variety of law enforcement organizations such as the United States Attorney's Office; Federal Bureau of Investigation (FBI); Drug Enforcement Agency (DEA); Bureau of Indian Affairs (BIA); Homeland Security Investigations (HSI) and Idaho State Police as well as Tribal Law Enforcement Agencies from numerous reservations.




Requires in addition to completed Peace Officers Standards and Training (POST), or Federal Law Enforcement Center (FLETC), or Indian Police Academy (IPA) training and certification. Hold permanent status as (preferred) a Nez Perce Tribe Police Officer or as a Lateral Police Officer of a Federal, Tribal, State, county, municipal, or local police law enforcement agency or department. Nez Perce Tribe Police must have completed an acceptable law enforcement academy and have at least two (2) years law enforcement experience. Must have demonstrated acceptable proficiency in report writing, investigative and interviewing/interrogation skills. Must be organized and have demonstrated the ability to complete assigned tasks and investigations with minimum supervision. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)

The Nez Perce Tribe Environmental Restoration & Waste Management (ERWM) Program is recruiting for: **HYDROGEOLOGIST SPECIALIST HR-20-145** full-time regular. Will be responsible for reviewing, analyzing, and developing written comments on activities at the Hanford Site. Requires Bachelor's degree or Master's degree or PhD in Geology, Geochemistry, Geophysics, Environmental Science, Nuclear Science, Soils or a closely related field. Requires five (5) years professional experience with Bachelor's or three (3) years professional experience with Master's, or two (2) years professional experience with PhD. Experience must be at a professional level. Requires two (2) years supervisory experience. Required knowledge, skills and experience with; the development of experimental study designs, advanced statistical analysis, monitoring and evaluation of large scale management programs, report writing, journal publications and professional presentations. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 22)

The Nez Perce Tribe Water Resources Division is recruiting for: **WASTEWATER & WATER OPERATOR /LAB ANALYST TECHNICIAN IV HR-20-138** full-time regular. The Nez Perce Tribe Utilities Program operates and maintains three (3) water systems (North Lapwai, South Lapwai, and Kamiah), a MBR wastewater treatment plant which serves the Lapwai Valley and a sewer system in Kamiah which serves two (2) Nez Perce Tribe housing developments. Requires six (6) years of relevant experience, wastewater operator certification at a Level III, and a laboratory background. Secondary certification in water operation desired; not required. Must maintain 6CEU's per year to maintain certification. Requires six (6) experience to project needs. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 15)

The Nez Perce Tribe Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK HR-20-152 (KAMIAH)** full-time regular. To ensure quality service and planning of meals which meet the children's needs in a Head Start, Early Head Start, and CCDF setting and complies with tribal, federal, state, and local regulations. Requires a High School Diploma/GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children.




Incumbent shall obtain Food Handler's card within ninety (90) days of hire. Requires a background check, physical exam, and TB test prior to appointment. Must obtain CPR and First Aid Certification within ninety (90) days from date of employment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 5)

The Nez Perce Tribe Water Resources Division is recruiting for: **TWO (2) SOLID WASTE & RECYCLING/TECHNICIAN(S) I HR-20-155** full-time regular. Responsible for assisting the Solid Waste and Recycling Technician II and/or Solid Waste Coordinator in a variety of tasks associated with implementing and improving solid waste and recycling operations for the Nez Perce Tribe. Collecting recyclable materials, working in the recycling center and baling recycled materials; hauling solid waste to the landfill, hauling baled recyclables to recycle facilities; performing education and outreach for solid waste and recycling, reducing the solid waste stream; and working with other Technician I level personnel. Requires a High School Diploma/GED. General work experience preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 9)

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT HR-20-156 (KAMIAH)** August through May, 30-32hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **Open until filled.** (Grade 6)

Extended: The Nez Perce Tribe Department of Social Services is recruiting for: **CHILD PROTECTION RESOURCE CASEWORKER II HR-20-148** full-time regular. The purpose of the class is to investigate child abuse or neglect cases. Responsible for conducting investigations, making referrals, and providing intervention resources to children at-risk of entering the child protection system. The incumbent of this position is responsible for the protection of Nez Perce Children, family preservation and brokering resources to children and their families. Will provide risk assessment, intake, and investigation referrals, dealing with abuse and neglect. Will be responsible for considerable knowledge of the laws governing child protection including the Nez Perce Tribal Law & Order Code and the Indian Child Welfare Act.




Will assist in training and supervising in the department. Will be responsible for reporting and grant administration. Requires Bachelor's degree in Social Work, Counseling, Psychology, or a closely related field with three (3) years' experience in the field, or a Master's degree with one (1) year experience in the field. Requires Social Work or Investigative experience working with children and families. Requires one (1) year supervisory experience. Requires grant administration and writing experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)

Extended: The Nez Perce Tribe Dept. of Education, Vocational Rehabilitation is recruiting for: **OFFICE SPECIALIST II HR-20-151** full-time regular. The class is under direct supervision of the NPTVRS Director. Duties include but not limited to; notary public, computer skills, general reception duties, records management, and data entry. Works according to the Vocational Rehabilitation Policy and Procedures. Will provide administrative clerical support to the Nez Perce Tribe Vocational Rehabilitation Services (NPTVRS) Director, NPTVRS Counselor, and the NPTVRS Specialist. Associates degree preferred. Requires one (1) year of college or technical training. Requires six (6) months experience in related field. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes: 9/14/20.** (Grade 7)

The Nez Perce Tribe Department Natural Resources/Cultural Resources Program is recruiting for: **PROFESSIONAL III/FIELD ARCHAEOLOGIST HR-20-163** full-time regular *OR* seasonal full-time stationed in Lapwai, Idaho. Responsible for implementing and completing archaeological inventory, testing, and data recovery projects under the supervision of the Tribal Archaeologist. Directly supervises archaeological field crew(s) in completion of various contracted archaeological tasks including fieldwork, data analysis, and report writing. Expected to serve on technical committees responsible for managing cultural resources. Includes some fieldwork in various locations throughout the Tribe's ceded and usual and accustomed areas. Requires Bachelor's degree in related field (Master's preferred). Related field and/or course work requirements defined in job expectations. Requires three (3) years related professional level experience (one (1) year with Master's degree), and two (2) years supervisory experience. Class/job description available at the NPT Human Resources Department. Please include: College transcripts, one (1) page cover letter describing interest, and professional writing sample. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 9/14/20.** (Grade 20)


The Nez Perce Tribe Department Natural Resources/Cultural Resources Program is recruiting for: **ETHNOGRAPHIC FIELD TECHNICIAN III HR-20-164** full-time regular stationed at Lapwai, Idaho. Will assist with research and reporting on Nez Perce culture, individually completing small projects focused on Nez Perce history, ethnographic management, and public outreach as well as assisting the archaeology and ethnography components of the program with larger projects that involve aspects of Nez Perce history and culture. May include some fieldwork in various locations throughout the Tribe's ceded and usual and accustomed areas. Requires two (2) years of college education (48 credits).



Three (3) years of relevant experience is equivalent to one (1) year of college. Requires three (3) years of related experience to project needs and one (1) year supervisory experience. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 9/14/20.** (Grade 13)

The Nez Perce Tribe Social Services - 'ÚUYIT KIMTI (New Beginnings) is recruiting for: **ADVOCATE OF SAFETY & WELLNESS HR-20-165** full-time regular. To provide direct services, advocacy, and support for American Indian Victims of Crime on the Nez Perce Reservation. This position is under the direct supervision of the 'Úuyit Kímti Director and will collaborate with providers as listed on the Wellness Model and Services Instrument supporting Victim Center, culturally responsive and trauma informed care for victims of crime. Areas of crime that this project and class will serve include: homicide, family violence, gang violence, youth violence, human trafficking, sexual assault, domestic violence, battery and assault, identity theft, hate crimes, and drug endangered children, children witnessing domestic violence in their home. Requires Associates degree or two (2) years of college completed in related field of criminal justice, social services, social work or three (3) years of work related experience in prosecution/victim advocacy in domestic violence cases and/or tribal prosecutor's office experience substitutes for one (1) year of college. Requires two (2) years successful work experience in Social Work, Law enforcement, a Prosecutor's Office, Court or closely-related program. Must have familiarity with law enforcement, prosecutorial, and judicial processes and of local social service agencies and resources. Must be experienced in working with American Indian families and demonstrate successful advocacy and work experience in this field. Must have a positive work history, upstanding character and demonstrate compassion for community and wellness. Requires a background check to be completed within thirty (30) days of hire. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 9/14/20.** (Grade 13)

The Nez Perce Tribe Police Department is recruiting for: **SPILLMAN & RECORDS ADMINISTRATIVE OFFICER HR-20-166** full-time regular. Primarily responsible for maintaining confidential information and data entry into the records management system. Responsible of preparing case files, entry & query in the National Criminal Information Center (NCIC), installation of records management software on new computer equipment, manage VPN (Virtual Private Network) for all department personnel, provide weekly & monthly reports to leadership, and process records requests from Tribal departments, and other law enforcement agencies. Will perform other related duties as assigned. This position is a sworn officer. Under the supervision of the Chief of Police. Associate's degree required. Bachelor's degree in related field preferred. Related field and/or course work requirements defined in job expectations. Please provide college transcripts. Three (3) years of relevant job experience may be substituted for one (1) year of college. The selected candidate must successfully complete a polygraph, drug urinalysis, and a complete background investigation prior to hire. Requires a positive work history that reflects a strong work ethic, good character and a willingness to learn and follow instructions. Must obtain Idaho Law Enforcement Telecommunications System (ILETS) certification with ninety (90) days of employment. Requires a minimum of three (3) years of documented successful office work experience. Prefer experience with law enforcement or closely related field. Class description available at the NPT Human Resources Department.




The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 9/14/20.** (Grade 16)

Extended: The Nez Perce Tribe Department of Technology is recruiting for: **COMPUTER TECHNICIAN III HR-20-158** full-time regular. To provide technical support for computer, networking and telecommunication applications. Responsible for assisting with the maintenance and operations of computer/telecommunication networks. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Requires Bachelor's degree, vocational technical degree or specialized training equivalent to satisfactory completion of four (4) years of college education with emphasis in computers or a closely related field. Requires five (5) years in Information Systems, one (1) year supervisory, and one (1) year cuff accounting or budget maintenance. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes: 9/21/20.** (Grade 16)

The Nez Perce Tribe Early Childhood Development is recruiting for: **EARLY HEAD START TEACHER(S) HR-20-167 (KAMIAH)** full-time position August through May (nine (9) months), forty (40) hours per week, Monday through Friday. To guide and assist in the classroom activities. Responsible for planning, implementing and evaluating educational activities in compliance with the Head Start Performance Standards. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Must obtain CPR, First Aid Certification and Food Handler's card within for forty five (45) days from date of employment. Requires high school diploma/GED and CDA certification; or three (3) college credits in early childhood education with requirement that incumbent shall obtain CDA certification within four (4) months of hire. Requires previous experience working with children 0-5 years of age. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the "whole Child" to include working with special needs children. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 7)


The Nez Perce Tribe Department of Education/ECDP Program is recruiting for: **TEACHER II HR-20-168 (LAPWAI)** full-time position August through May (nine (9) months), forty (40) hours per week, Monday through Friday. Requires Vocational/Technical applied Associates Degree in Early Childhood (AAS) or an Associate's Degree (AA) in Early Childhood Education or related field (with at least 6 credited hours toward a CDA) and one (1) year related experience. Incumbent shall continue education to obtain a Bachelor of Applied Science (BAS) or a Bachelor's Degree (B.S.) in related field. Requires previous experience working with children 0-5 years of age. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the "whole child" to include working with special needs children. Requires a background check. Must obtain CPR and First Aid Certification within a reasonable timeframe from date of employment.



Prefer a valid driver's license, but would require that the incumbent obtain a valid driver's license within six (6) months of appointment with the ability to be insured under the Tribe's policy. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **This position closes 9/21/20.** (Grade 9)

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **HEALTH & SAFETY ASSISTANT HR-20-169 (LAPWAI)** full-time regular. To provide the Health & Safety Specialist administrative and technical support in the area of health, facilities, materials, equipment, and nutrition to ensure program compliance with Head Start Performance Standards. This will include maintenance and monitoring of program policies and procedures, recordkeeping and other duties as assigned. Requires one (1) year of college/technical training education or higher or CAN coursework. AA/AAS degree in ECE or health related field preferred. Must obtain First Aide/CPR (to include infant/child), food handler's certificate with in three (3) months from date of hire; Complete Health Services credential within one (1) year of hire. Two (2) years of Head Start experience required and familiarization with Head Start Performance Standards. Requires experience working with low-income parents/families, community agencies and Tribal programs. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 9/21/20.** (Grade 9)

The Nez Perce Tribe Department of Human Resources is recruiting for: **HUMAN RESOURCE GENERALIST HR-20-170** full-time regular. Will be responsible for assisting the Human Resource Manager with the administrative and operational function of the Human Resources Department. The HR Generalist carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation recruitment/employment, Human Resources Information Systems (HRIS) such as Springbrook & Employee Navigator, HR Access database and employment law compliance. The HR Generalist provides direct supervision to the Risk Management Coordinator, Human Resources Technician(s) and other assigned HR staff members when directed; responsible for assigning task, staff scheduling, staff evaluations and appropriate counseling and administering and serving any disciplinary actions as appropriate. Provides oversight and administration of the employee benefits program including but not limited to; group health, group life, retirement, workman's compensation, auto claims, general liability claims, COBRA, employee drug testing, family Medical Leave Policy (FMLP) to include claims resolution, change reporting, approving invoices for payment, preparing correspondence and form letters, and communicating and disseminating benefits information to employees. Requires a Bachelor's degree in Business, Human Resource Management, or closely related field and two (2) years' experience in Human Resources or an equivalent combination of formal training, education and experience which demonstrates the ability to perform all the duties of the position. Three (3) years' experience will substitute for one (1) year formal education. Requires two (2) years Human Resources related work experience with Bachelor's degree OR three (3) years of professional Human Resource work experience can substitute for one (1) year of formal education. Requires two (2) years supervisory experience. Excellent interpersonal relationship building and employee coaching skills. Must be a highly organized and efficient in daily tasks to meet deadlines in a fast paced environment. Excellent computer skills, knowledge of Human Resources Information Systems (HRIS), Excel and demonstrated skills in database management and record keeping. General knowledge of employment laws and best practices. Evidence of the practice of a high level of confidentiality. Professional in Human Resources Certification preferred.




Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 9/21/20.** (Grade 20)

Open to ALL qualified applicants: (General Public)

The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (ENTRY LEVEL) HR-18-187** full-time regular. To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within a thirty (30) mile radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call recalled to duty for emergencies and manning shortfalls. Requires a high school diploma/GED, and college level education preferred. Requires proof of U.S. citizenship. Entry level officer must be at least twenty one (21) years of age. The selected candidate must successfully complete an honesty interview and polygraph, physical test, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Must not have a dishonorable, bad conduct or discharge other than honorable from the military service. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. NPT Police Department application forms are available at the NPT Human Resources Department. Class description available at the NPT Human Resources Department. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 15)

The Nez Perce Tribe Department of Law & Justice is recruiting for: **ASSOCIATE JUDGE HR-20-104** part-time. To preside over civil, criminal, and juvenile matters heard in the Nez Perce Tribal Court, to assist the Tribal Court Chief Judge in scheduling hearings and other court matters, and to preside over specialty court matters (for example, Healing to Wellness Court) as needed and assigned. Responsible for legal decision-making, application of relevant law to facts to reach conclusions, for training, planning, fiscal management, policy, and reporting. Works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meeting. Supervised by the Chief Judge. Requires State Bar membership in good standing. Requires a Law (Juris Doctor) degree. Requires at two (2) years' litigation experience, with litigation experience in a tribal court preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 27)

Revised (7/29/20): The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III HR-20-101** full-time regular. To provide support and installation of technological cables and telecommunication hardware.




Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership experience preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 10)

Revised (7/29/20): The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III HR-20-102** This position will be four (4) ten, (10) hour days; Friday, Saturday, Sunday and Monday, and work holidays. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership experience preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 10)


Extended: The Nez Perce Tribe Department of Administration is recruiting for: **SECURITY GUARD HR-20-110** temporary full-time. To protect and secure the assets of the Nez Perce Tribe. Responsible for area patrols, written reports, and customer/staff safety. Works according to set procedures under direct supervision. Requires a High School Diploma/GED and formal training, special courses, or self-education equivalent to satisfactory completion of one (1) year of college education or specialized advanced training in security procedures and protocols, or a closely related field. Requires over six (6) months experience. Must possess CPR/First Aid Certificates. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 8)

The Nez Perce Tribe Police Department is recruiting for: **K9 POLICE OFFICER (LATERAL) HR-20-125** full-time regular. To direct staff and protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes and regulations for assigned area of responsibility.



Works within a general outline of work to be performed; develop work methods and sequences under general supervision. Prefer to be willing to reside within the boundaries of the Nez Perce Reservation or reside within a thirty (30) mile radius of assigned workplace and responds from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires Associate's degree or equivalent formal training, special courses, or self-education equivalent to satisfactory completion of two (2) years of college education (48 credits) or specialized advanced training in Law Enforcement or a closely related field. Requires proof of U.S. citizenship. Lateral entry officer must be twenty one (21) years of age. Requires basic police officer training course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officers Standards and Training (POST) Academy from any state. Selected candidate must successfully pass the Nez Perce Tribe Police Department Physical Assessment Course. Outside candidates must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. Requires successful completion of K9 Narcotic Scent and Human Scent Tracking Detection Training and successfully obtaining the Idaho State Controlled Substance and Human Tracking Certification as a requirement of continued employment. The successful candidate must sign the Nez Perce Tribal Police Department Training Reimbursement Agreement which requires the selected candidate to retain his/her employment with the Nez Perce Tribe Police Department for a period of five (5) years. Requires at two (2) years of continuous law enforcement service as an active member of a Federal, State, Tribal, County, Municipal, or local police law enforcement agency or department. NPT Police Department application forms are available at the NPT Human Resources Department. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)


The Nez Perce Tribe Police Department is recruiting for: **DETECTIVE I HR-20-126** full-time regular. Requires current certification in law enforcement officer training. Responds to serious violent crimes. Expertly interprets and enforces tribal, federal and state laws and regulations specifically related to complex criminal investigations. Responsible for initiating and completing investigations of violent crimes against persons; property crimes resulting in substantial loss and/or damage; conducts search and seizure; covert surveillance activities; implementation of raid and arrest briefings; participates in the investigation of clandestine drug laboratories; investigates complex narcotic conspiracy cases, undercover investigations and complex financial investigations; represents the Nez Perce Tribal Police Dept. while working cooperatively with a variety of law enforcement organizations such as the United States Attorney's Office; Federal Bureau of Investigation (FBI); Drug Enforcement Agency (DEA); Bureau of Indian Affairs (BIA); Homeland Security Investigations (HSI) and Idaho State Police as well as Tribal Law Enforcement Agencies from numerous reservations. Requires in addition to completed Peace Officers Standards and Training (POST), or Federal Law Enforcement Center (FLETC), or Indian Police Academy (IPA) training and certification. Hold permanent status as (preferred) a Nez Perce Tribe Police Officer or as a Lateral Police Officer of a Federal, Tribal, State, county, municipal, or local police law enforcement agency or department. Nez Perce Tribe Police must have completed an acceptable law enforcement academy and have at least two (2) years law enforcement experience. Must have demonstrated acceptable proficiency in report writing, investigative and interviewing/interrogation skills. Must be organized and have demonstrated the ability to complete assigned tasks and investigations with minimum supervision. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)



The Nez Perce Tribe Environmental Restoration & Waste Management (ERWM) Program is recruiting for: **HYDROGEOLOGIST SPECIALIST HR-20-145** full-time regular. Will be responsible for reviewing, analyzing, and developing written comments on activities at the Hanford Site. Requires Bachelor's degree or Master's degree or PhD in Geology, Geochemistry, Geophysics, Environmental Science, Nuclear Science, Soils or a closely related field. Requires five (5) years professional experience with Bachelor's or three (3) years professional experience with Master's, or two (2) years professional experience with PhD. Experience must be at a professional level. Requires two (2) years supervisory experience. Required knowledge, skills and experience with; the development of experimental study designs, advanced statistical analysis, monitoring and evaluation of large scale management programs, report writing, journal publications and professional presentations. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 22)

The Nez Perce Tribe Water Resources Division is recruiting for: **WASTEWATER & WATER OPERATOR /LAB ANALYST TECHNICIAN IV HR-20-138** full-time regular. The Nez Perce Tribe Utilities Program operates and maintains three (3) water systems (North Lapwai, South Lapwai, and Kamiah), a MBR wastewater treatment plant which serves the Lapwai Valley and a sewer system in Kamiah which serves two (2) Nez Perce Tribe housing developments. Requires six (6) years of relevant experience, wastewater operator certification at a Level III, and a laboratory background. Secondary certification in water operation desired; not required. Must maintain 6CEU's per year to maintain certification. Requires six (6) experience to project needs. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 15)


The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) HR-20-123 (LAPWAI)** full-time position August through May (nine (9) months), thirty two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **Open until filled.** (Grade 6)



The Nez Perce Tribe Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK HR-19-189 (LAPWAI)** full-time regular. To ensure quality service and planning of meals which meet the children's needs in a Head Start, Early Head Start, and CCDF setting and complies with tribal, federal, state, and local regulations. Requires a High School Diploma/GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Incumbent shall obtain Food Handler's card within ninety (90) days of hire. Requires a background check, physical exam, and TB test prior to appointment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 5)

The Nez Perce Tribe Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK HR-20-152 (KAMIAH)** full-time regular. To ensure quality service and planning of meals which meet the children's needs in a Head Start, Early Head Start, and CCDF setting and complies with tribal, federal, state, and local regulations. Requires a High School Diploma/GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Incumbent shall obtain Food Handler's card within ninety (90) days of hire. Requires a background check, physical exam, and TB test prior to appointment. Must obtain CPR and First Aid Certification within ninety (90) days from date of employment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 5)

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT HR-20-156 (KAMIAH)** August through May, 30-32hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **Open until filled.** (Grade 6)



Extended: The Nez Perce Tribe Department of Social Services is recruiting for: **CHILD PROTECTION RESOURCE CASEWORKER II HR-20-148** full-time regular. The purpose of the class is to investigate child abuse or neglect cases. Responsible for conducting investigations, making referrals, and providing intervention resources to children at-risk of entering the child protection system. The incumbent of this position is responsible for the protection of Nez Perce Children, family preservation and brokering resources to children and their families. Will provide risk assessment, intake, and investigation referrals, dealing with abuse and neglect. Will be responsible for considerable knowledge of the laws governing child protection including the Nez Perce Tribal Law & Order Code and the Indian Child Welfare Act. Will assist in training and supervising in the department. Will be responsible for reporting and grant administration. Requires Bachelor's degree in Social Work, Counseling, Psychology, or a closely related field with three (3) years' experience in the field, or a Master's degree with one (1) year experience in the field. Requires Social Work or Investigative experience working with children and families. Requires one (1) year supervisory experience. Requires grant administration and writing experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)

The Nez Perce Tribe Early Childhood Development is recruiting for: **EARLY HEAD START TEACHER(S) HR-20-167 (KAMIAH)** full-time position August through May (nine (9) months), forty (40) hours per week, Monday through Friday. To guide and assist in the classroom activities. Responsible for planning, implementing and evaluating educational activities in compliance with the Head Start Performance Standards. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Must obtain CPR, First Aid Certification and Food Handler's card within forty five (45) days from date of employment. Requires high school diploma/GED and CDA certification; or three (3) college credits in early childhood education with requirement that incumbent shall obtain CDA certification within four (4) months of hire. Requires previous experience working with children 0-5 years of age. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the "whole Child" to include working with special needs children. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 7)

To apply: Recruitments for *Entry Level Positions (Grade 15 and below)* will require a completed Tribal application only. Recruitments for *Professional Positions (Grade 16 and above)* will require a completed Tribal application and resume. **Please submit one application per position:**

Nez Perce Tribe Human Resources Office
ATTN: **Job Name & No.**
P.O. Box 365
Lapwai, Idaho, 83540
Phone (208) 843-7332 Fax (208) 843-7414


LATE OR INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED. Tribal Preference applies. www.nezperce.org



OTHER EMPLOYMENT OPPORTUNITIES

- **TAALA FUND is recruiting for: Accounting Manager.** Responsible for the overall financial health and accounting transaction processing. Taala Fund is a small operation, so the position encompasses high-level duties such as audit, preparing budgets and reporting to the board through processing transactions like payroll, expenses and doing bank reconciliations. Also, since Taala is a small team, all positions are called upon to help in other areas to meet deadlines and deliver exceptional services. Taala Fund is a loan fund and is grant-driven so much of the responsibilities focus around the accounting and financial health of the loan portfolio and maintaining compliance with the grant awards. The finance manager is a key thought leader and will recommend policy improvements or changes to strengthen the integrity of Taala Fund's financial functions. The accounting manager ensures that Taala Fund's accounting system is functioning accurately - with integrity, accountability and according to applicable federal, funding agency and internal policies. For more information and how to apply go to ncharley@quinault.org. **Closing date 9/14/20.**
- **NUL Virtual Career Fair on September 16, 2020.** This virtual event is a great way to find open career opportunities nationwide and engage in real-time individual chats with recruiters and key decision-makers from the top leading companies for diverse professionals. Employers are looking for talented individuals nationwide for positions spanning various industries: IT, Marketing, Sales, Engineering, Food Service, Law, Healthcare, Retail, Management, Finance, Accounting and Remote positions. For registration go to: **[NUL Virtual Career Fair on September 16th.](http://www.nul.vfairs.com)** The Virtual Career Fair starts at 12:00 pm. until 3:00 pm. EST. For more information go to www.nul.vfairs.com.
- **Nez Perce County is recruiting for: Accounting Coordinator.** Full-time position with the Clerk/Auditor's Office. Hourly pay \$20.68-\$24.33, DOE/DOQ, plus an exceptional benefits package including: PERSI retirement, excellent medical insurance and generous vacation/sick/holiday leave. Under the direction of the Clerk/Auditor, is responsible for advanced accounting work including accounts payable, bank and deposit reconciliations, administration of the County's insurance policies, grant oversight, journal adjustments and payroll backup.

Min. Qualifications: Bachelor's degree in a related field preferred and five years accounting work experience OR equivalent combination of education and work experience to successfully perform the essential duties and responsibilities. Successful hire must be proficient in the use of computers and Microsoft Office and accounting programs, possess excellent communication skills, and able to pass a background check. View complete job requirements and obtain application at www.co.nezperce.id.us/Departments/Personnel or pick up at the NPC Personnel Dept, 1225 Idaho St., Lewiston, ID 83501. **Closes at 5:00 p.m., Wed., Sept. 16, 2020. EOE and accords veteran's preference.**
- **Washington State University (WSU)/Native American Programs is recruiting for: Assistant Director of Tribal Relations and Recruitment.** This is a full-time position located in Pullman, WA. **beginning as soon as possible.** Assists the Executive Director of Tribal Relations and Special Assistant to the Provost in establishing and strengthening partnerships and advancing mutual goals between WSU and Native American Tribal nations in a way that honors their sovereignty. This position is responsible for knowing and staying current on state and federal legislation that impacts WSU's responsibilities to Native American Tribal government, peoples, students and partnerships; and assists the Executive Director in system-wide, strategic efforts to raise awareness and knowledge of Tribal governance, legislation, consultation practices and Native American student recruitment that should take place among administration, faculty, and staff. In addition, develops opportunities and engages in activities that strengthen WSU's visibility among Native American nations, organizations,



and potential students. Coordinates and organizes efforts that foster Tribal and urban Native American communities' relationships and mutual goals (e.g., arranges travel or visits, conduct visits to Tribal communities, facilitates meetings or workshops, develops curriculum or resource materials, creates media releases, etc.). The Assistant Director oversees all Native American recruitment activities on and off campus (e.g., develop outreach plan, visit Tribal and urban Native American communities, conduct presentations facilitate campus visits, record keeping, monitor budget, etc.). **Open until filled.**

- **Northwest Portland Area Indian Health Board (NPAIHB) is recruiting for: CHAP BHAP Project Manager, and a BHA Student Support Coordinator.** CHAP BHAP Project Manager is responsible for coordinating, planning, implementing and evaluating the behavioral health aide (BHA) education programs for the Portland Area Tribes. The project includes incorporating tribal traditional knowledge and practices plus substance abuse and misuse education and treatment into the BHA education curriculum. This position intersects and guides the NPAIHB's existing Behavioral Health programs. This position is aligned with the health policy team which is responsible for developing policy and procedural recommendations and providing support for related program activities. **Community Health Aide Program (CHAP) Behavioral Health Aide (BHA) Student Support Coordinator** is responsible for coordinating efforts to support and guide high school students and adults who aspire to the Behavioral Health Aide/ Practitioners (BHA/P) education and positions located at various Oregon Tribes. This position must demonstrate the ability to provide culturally competent services in diverse tribal settings. This position regularly supports the development of students to successfully matriculate into BHA positions by fostering a supportive and informative experience that is rich with orientation, observation, and training. This position is responsible to have knowledge and familiarity with the CHAP Certification Board Standards and Procedures as it relates to BHA/P practice, training, and certification. The successful candidate will have experience working in Native communities, excellent interpersonal skills, must be outcome-oriented, and have a mastery of Outlook, Word, and Excel. The ability to work independently in a fast-paced environment with strong attention to detail is essential. You will be fully engaged and busy on the first day. For more information and how to apply go to www.npaihb.org. **Positions are open until filled.**
- **Oweesta Corporation is recruiting for: Communications Officer, Loan Officer and an Executive Assistant.** Oweesta Corporation's mission is to provide opportunities for Native people to develop financial assets and create wealth by assisting in the establishment of strong, permanent institutions and programs contributing to economic independence and strengthening sovereignty for all Native communities. For more information and how to apply go to www.oweesta.org. **Positions are open until filled.**
- **Lapwai School District is recruiting for: Food Service Cook (F/T), Intervention Aide, and a middle school Football Assistant.** Applications can be found on our website www.lapwai.org, or contact Connie Desjarlais at the District Office: (208) 843-2622 at ext. 201. **Positions are open until filled.**
- **NIGHTFORCE is recruiting for: Manufacturing Engineer.** For more information and how to apply go to <https://nightforceoptics.applicantpro.com/jobs/>. **Open until filled.**
- **AVISTA is recruiting for: Journeyman Lineman - Multiple Positions, Senior Network Engineer, Senior IT Program Manager, Control Operator, Customer Project Coordinator, Journeyman Hydro Operator, Fuel Equipment Operator, Developer - Customer Experience Platform, Business Technology Analyst, Environmental Scientist/Specialist - Thermal Generation, Environmental Scientist - Land Use & Compliance, and a Systems Analyst.** For more information and how to apply go to www.myavista.com. **Closing dates vary with positions and locations.**



NPT Camp Crew Recruitment

Looking for immediate sign ups, as all other crews are working on the surrounding fires.

Recruits will need to pay for their own drug tests at Valley Drug in Lewiston, ID and must have their own tent, sleeping bag, vibram soled boots, hand sanitizer and masks.

Please call Sandy Holt with NPT Fire Management for more details.
(208)843-2827

- **Confederated Tribes of the Umatilla Indian Reservation is recruiting for numerous positions.** To view positions and how to apply go to <https://ctuir.org>. Closing dates vary with positions.
- **Couple of great website's to look for employment in your area (On-going).** Idaho Department of Labor: <https://labor.idaho.gov/dnn/JobSeekers.aspx>, and indeed.com at www.indeed.com.



**United States Department of the Interior
BUREAU OF INDIAN EDUCATION
CHEMAWA INDIAN SCHOOL**
3700 Chemawa Road, NE
Salem, Oregon 97305-1199
Phone: 503-399-5721 Fax: 503-399-5870



August 27, 2020

CHEMAWA INDIAN SCHOOL **EMPLOYMENT OPPORTUNITIES**

| | | |
|---|----------|-------------------|
| Clerk (READVERTISE) | CIS-2008 | Closes 09/11/2020 |
| School Bus Driver (Intermittent) | CIS-2013 | Closes 9/25/2020 |
| School Janitor (year long) | CIS-2018 | Closes 9/11/2020 |
| Home Living Assistant (7) (Full Time) | CIS-2010 | Closes 9/25/2020 |
| School Janitor (Intermittent) | CIS-2015 | Closes 9/25/2020 |



| | | |
|--|--------------------|---|
| School Maintenance Worker (Intermittent) | CIS-2016 | Closes 9/25/2020 |
| Education Technician (student support) (school year) | CIS-2017 | Closes 9/11/2020 |
| Teacher (Science) (school year) | BIE-10896170-20-AJ | 09/18/2020 https://www.usajobs.gov/Get-Job/ViewDetails/576783800 |

For more information, please view online at
<http://www.chemawa.bie.edu/employment.html>
or
<https://www.bie.edu/careers>